

# Jamia Polytechnic Akkalkuwa

District Nandurbar Maharashtra; An AICTE, DTE Approved and MSBTE Mumbai Affiliated Muslim Minority  
Institute DTE Code: 5239; MSBTE Code: 0366  
: 0366principal Email @msbte.com Web site: <https://jamiapolytechnic.org>

Reference JPA/2024/84-

Date: 16/08/2024

## OFFICE ORDER Institute Counselor

To,

Shaikh Naeem Emam  
(Institute Counselor)

Contact No: M- 9881666448

**Subject:** Appointment of Mr Shaikh Naeem Emam as Institute Counsellor for Jamia Polytechnic

In pursuance of the administrative requirements and in the interest of enhancing student welfare and guidance, you are hereby appointed as **Institute Counsellor** for Jamia Polytechnic with immediate effect.


### Roles and Responsibilities:

1. Providing academic and personal counselling to students.
2. Assisting in career guidance and skill development programs.
3. Addressing student grievances and fostering a positive institutional environment.
4. Coordinating with faculty and administration for student welfare initiatives.
5. Organizing workshops and seminars on mental health and well-being.

You will report directly to the Principal/Dean of Jamia Polytechnic.

All concerned staff and students are requested to extend full cooperation to him in discharging his duties.



  
Principal  
Jamia Polytechnic  
Akkalkuwa Dist. Nandurbar  
Inst. Code - 0366